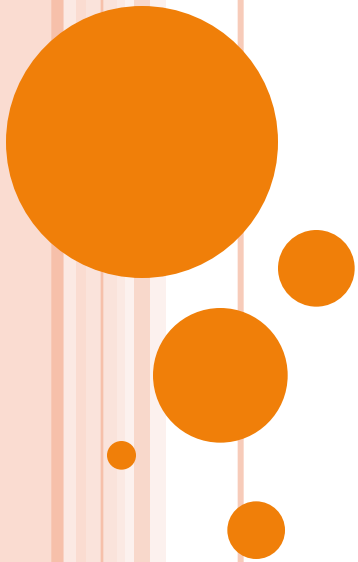


# **DCPS WELCOMES PEOPLESOFT AND EMPLOYEE SELF-SERVICE**



# PEOPLESOFT IS COMING!

In the next month, DCPS will join the rest of DC Government in using PeopleSoft as its Human Resource and Payroll system.

In most cases, this upgrade should not impact your pay, benefits, deductions, leave balance, or any other personal information.

Today we want to teach you how to utilize the benefits of this upgrade.



# TEACHING AND LEARNING!

## **Today we will teach you:**

- The impacts employees will see in the PeopleSoft system.
- How to review your paycheck before payday to catch and correct any errors.
- How to make simple edits to your personal information in PeopleSoft.
- Who to go to if you need assistance.



# TEACHING AND LEARNING!

**Today we also want to show you:**

- Your new pay stub...
  - View it on-line! (even before it is deposited)
  - Clear and concise layout
  - See it before it's mailed
  
- Your new access...
  - Get signed up for Employee Self-Service
  - View personal information on-line!
  - Edit personal information on-line!



# IMPACTS UNDER PEOPLESOFT

## ○ Your New Pay Stub

- Your May 8, 2009 pay stub will be new and improved.
- To view a copy of the new paycheck, please visit the DCPS web site at [www.k12.dc.us](http://www.k12.dc.us) and click on the PeopleSoft Banner or review one of the posters we have posted at your school.

## ○ Your New Access

- By May 5, 2009, you will have access to Employee Self Service
  - a function that lets you make simple adjustments to your personal data on your own and lets you review your paycheck prior to payday.




# ACCESS YOUR PERSONAL INFORMATION

Employee Self Service (ESS) will allow you to:


- Request a change to your name or marital status
- Update your mailing address and tax address
- Update your phone number
- Review your benefits information
- Update your federal and state tax exemptions and direct deposit information
- Review your paycheck prior to payday




# REVIEW YOUR PERSONAL INFORMATION WITH EMPLOYEE SELF-SERVICE (ESS)




Home | [Add to Favorites](#) | [Sign out](#)


**Menu** 


Search:  



[My Favorites](#)  
[Employee Self Service](#)  
[Time Reporting](#)  
[Personal Information](#)  
- [Personal Information Home](#)  
- [Personal Information Summary](#)  
- [Email Addresses](#)  
- [Emergency Contacts](#)  
- [Review Change Requests \(USF\)](#)  
- [Name Change \(USF\)](#)  
- [Marital Status \(USF\)](#)  
- [Address Change \(USF\)](#)  
- [Phone Number Change \(USF\)](#)  
[Payroll and Compensation](#)  
[Benefits](#)  
[Performance Management](#)  
[Recruiting Activities](#)  
- [Employee Home](#)  
- [Change My Password](#)  
- [My Personalizations](#)  
- [My System Profile](#)


[New Window](#) | [Help](#) | [Customize Page](#) | 


## Personal Information Home

**Personal Information Summary**  
Review and edit your personal information in one place, or review the status of change requests you have submitted.  
[Personal Information Summary](#)  
[View Change Requests](#)

**Emergency Contacts**  
Review and edit your emergency contacts.  
[Emergency Contacts](#)

**Contact Information**  
Review and edit your home, mailing, and email addresses.  
[Home/Mailing Addresses](#)  
[Email Addresses](#)  **Review and update after first log in**

**Phone Numbers**  
Review and edit your home, business, mobile or other phone numbers.  
[Phone Numbers](#)

**Notify Human Resources**  
Notify Human Resources of a recent name change or marital status change.  
[Marital Status Change](#)  
[Name Change](#)

**Go To:** [Employee Home](#)

# USING EMPLOYEE SELF SERVICE (ESS)

## Step 1 -- Logging into ESS for the First Time

- You must be on a networked DCPS computer to use ESS
- Go to the DCPS website DCPS [www.k12.dc.us](http://www.k12.dc.us) and click on the PeopleSoft Banner
- You will be asked for your UserID and password
- Enter the UserID which we are distributing to you today (firstname.lastname)



# USING EMPLOYEE SELF SERVICE (ESS)

## Step 1 continued – Logging into ESS for the First Time

- Your password is your last name, plus the last four digits of your social security number without any spaces
- You must change your password upon first log in
- If you have any questions about the information you see in Employee Self Service, please contact 202-442-4090
- If you have technical difficulties logging in, please contact the ASMP Help Desk at 202-727-8700



# USING EMPLOYEE SELF SERVICE (ESS)

## Step 2 -- Establishing Your ESS Account

- When you log into ESS for the first time, you will be required to reset your password. Your password must be at least 6 characters long and contain at least one number. Do not use any special symbols or characters.
- You should verify and update your email address upon login. This is the email address your password will be emailed to if you forget it. We encourage you to use your DCPS email address for this purpose, however you may use any email address you would like.



## USING EMPLOYEE SELF SERVICE (ESS)

Now that you have established your Employee Self Service account, you can review your paycheck (only after May 5). First paychecks will be processed on May 5 after which you can bring up an electronic copy of the paycheck that will be paid to you on May 8.

It reflects the hours you worked and the leave you took during the pay period from April 12 through April 25.



# REVIEWING YOUR PAY STUB

Step 3 -- Review your May 8 paycheck between May 6 and May 8 by:

- From the PeopleSoft menu screen, click on “Employee Self Service” on the menu on the left side of your screen.
- Under “Employee Self Service” click on “Payroll and Compensation”
- Click on “View Paycheck”

First paychecks reflect the hours worked and the leave taken between April 12 and April 25. An electronic copy will be available via ESS by May 6 and deposited on May 8.



# VIEWING YOUR MAILED PAY STUB\*

<b>Government of the District of Columbia</b> 441 4 <sup>th</sup> Street, NW, Suite 480 North Washington, DC 20001-2725		Pay Group: S10-Public School 10 Month Employees Pay Begin Date: 01/04/2009 Pay End Date: 01/17/2009		Union: 0205 MAA Advice #: 00023896 Check Date: 01/30/2009																																											
<b>Employee ID, Department, Job Title</b> Name: Jane M. Smith Employee ID: 99997908 Department: GA30000261 DC Elementary Job Title: TEACHER, ELEMENTARY	LEE: 11/01/2005 Ret Plan: Q-8TBT Med Salary: \$43,386.00 Grade: 15	Appt Dt: 11/01/2005 Health Plan: MDIDCH Sal Admn Plan: ED0205 Step: 3	<b>TAX DATA:</b> Federal DC State Tax Status: Single Single Allowances: 3 3 Addl. Pct. Addl. Amt:																																												
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\* Note: your ESS on-line pay check review looks somewhat different.

# WHY REVIEW YOUR PAYCHECK EARLY?

- Give yourself the reassurance your pay will be correct on May 8<sup>th</sup>
- Give DCPS an opportunity to clarify any confusion prior to payday
- Give DCPS an opportunity to correct any problems that arise prior to payday



# RESOURCES

DCPS has a large amount of information to help you understand your paycheck and ESS on the DCPS website.

- Please visit [www.k12.dc.us](http://www.k12.dc.us) to review the DCPS Employee PeopleSoft Reference Guide, a guide to your paycheck and to find links to instructions for making other changes through Employee Self Service.
- If you notice any errors in your paycheck or with any other personal information you review, please call 202-442-4090
- If you experience technical issues accessing ESS call 202-727-8700

